

6-Step Feedback Guide for Post-Observation Coaching

Adapted from Leverage Leadership, Uncommon Schools, & SREB

Teacher's Name:
Observer's Name:

Grade/Subject:
Date of Observation:

Time:

STEP 1:	Establish Rapport:
1-2 minutes	<ul style="list-style-type: none">Last time you set a goal _____ and I noticed in my most recent observation how you (met goal) by (concrete positive actions).How did it feel?What made you successful?
STEP 2:	Probe: Start with a Targeted Question
1-2 minutes	<ul style="list-style-type: none">Tell me about when you ____ What went into that choice?At one point in the lesson, it seemed like ____ What was your take?And what else...?
STEP 3:	Action Planning; Bite-Sized Action Step Determined
3-5 minutes	<ul style="list-style-type: none">I noticed that students ____ How did that compare with what you had expected to happen when you planned the lesson?What did you think of that and what do you plan to do tomorrow?Name explicitly the action step: Choose an action step that is linked to the teacher's PD goals. "In keeping with our goal of _____, the next thing we want to do is..."
STEP 4:	Practice
5-8 minutes	<ul style="list-style-type: none">Let's consider your plan for tomorrow, or another upcoming lesson. How might it go differently?Let's say that students _____. How might you respond?
STEP 5:	Planning & Support
3-5 minutes	<ul style="list-style-type: none">How might you plan to implement/try ...(new learning)?What is your goal? (update/monitoring of professional learning plan)What support might you need?
STEP 6:	Follow-Up
1-2 minutes	<ul style="list-style-type: none">When might be the best time to observe you implementing _____?What should I plan to hear/see students doing?What evidence might be most helpful to you for me to capture?Feedback on feedback: How might this reflective experience be more meaningful for your professional growth?